



KENTUCKY TRANSPORTATION CABINET  
Office of Support Services  
DIVISION OF GRAPHIC DESIGN AND PRINTING  
BUSINESS CARD PRINTING REQUEST

TC 77-26  
Rev. 07/2012  
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JOB # \_\_\_\_\_

DATE \_\_\_\_\_

**SECTION 1: CUSTOMER REQUEST DETAILS**

DATE (submitted)	DATE (due)	OFFICE/DIVISION/DISTRICT
<input type="text"/>	<input type="text"/>	<input type="text"/>

PROJECT DESCRIPTION

REQUESTED BY (first name)	(last name)	PHONE
<input type="text"/>	<input type="text"/>	<input type="text"/>

PROOF REQUIRED (If not, client takes responsibility for contents of final product and must sign here.)  
☐ Yes ☐ No SIGNATURE \_\_\_\_\_

**SECTION 2: PRINTING INSTRUCTIONS** (Please fill out all required information.)

NAME (first)	(last)	TITLE (must match title listed on personnel action notification)
<input type="text"/>	<input type="text"/>	<input type="text"/>

OFFICE/DIVISION/DISTRICT	
<input type="text"/>	

ADDRESS (street)	CITY	STATE	ZIP
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

WORK PHONE	EXT	CELL PHONE	FAX	EMAIL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**SECTION 3: WORK DETAIL** (to be completed by Graphic Design and Printing)

DESIGN/PREPRESS	COLOR COPY CENTER	BINDERY	TOTALS
DATE (in)	DATE (in)	DATE (in)	TOTAL IMPRESSIONS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ARTIST	OPERATOR	OPERATOR	TOTAL HOURS DOWNTIME
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DATE (out)	DATE (out)	DATE (out)	TOTAL HOURS ON JOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
# HOURS ON JOB	# HOURS ON JOB	# HOURS ON JOB	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
SENT TO PRINT	PGS	IMP	# EMPLOYEES ON JOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			TOTAL COSTS
			<input type="text"/>

COMMENTS

SIGNATURE (at customer pickup)	DATE
<input type="text"/>	<input type="text"/>